

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): International Justice Mission (IJM)

Travel date(s): 20 October - 22 October 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$437.91	\$293.45	\$120.00	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached

10.19.17
(Date)

Liam Taggart Forsythe
(Printed name of traveler)

Liam Taggart Forsythe
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10.19.17
(Date)

Heidi Heitkamp
(Signature of Supervising Senator/Officer)



International Justice Mission is a global human rights agency that works with local justice systems to protect vulnerable populations from violence. Our office in Guatemala works to combat sexual violence against children by partnering with the government authorities to:

- 1) Rescue children out of situations of abuse;
- 2) Arrest and prosecute the perpetrators;
- 3) Restore the psychological, economic and social health of our clients; and
- 4) Equip Guatemalan prosecutors, judges and police to respond to sexual violence against children.

We are inviting select Congressional staff to visit our office in Guatemala City to learn more about IJM's program in Guatemala to protect children from sexual violence. Tentative activities of the trip include visiting IJM's office in Guatemala for a detailed briefing of IJM's work by our Guatemala Field Office Director and other staff, meetings with IJM's partners in various Guatemalan government agencies, visit an aftercare facility that provides long-term residence housing for IJM's clients who have been victims of sexual violence, and meeting with U.S. Embassy officials to discuss how U.S. foreign assistance has assisted increased the capacity of the Guatemalan justice system to protect children from sexual abuse. International Justice Mission will cover the costs of flight, hotel and meals of all participants in accordance with the Senate Ethics Committee.

When: September 20-22, 2017

Who: Ms. Viviana Bovo of Senator Rubio's Office (Invited)

Mr. Liam Forsythe of Senator Heitkamp's Office (Invited)

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- | | | |
|----|---|---|
| 1. | Sponsor(s) of the trip (please list all sponsors): | International Justice Mission (IJM) |
| 2. | Description of the trip: | The trip will visit IJM's program in Guatemala to combat sexual violence against children and hold meetings with IJM staff, civil society groups, and our partners in the government. |
| 3. | Dates of travel: | September 20-22, 2017 |
| 4. | Place of travel: | Guatemala City, Guatemala |
| 5. | Name and title of Senate invitees: | Viviana Bovo, Sr. Advisor ; Liam Forsythe, Chief Counsel |
| 6. | I certify that the trip fits one of the following categories: | |
| | <input checked="" type="checkbox"/> (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. | |
| | - OR - | |
| | <input type="checkbox"/> (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9). | |
| 7. | <input checked="" type="checkbox"/> I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal. | |
| | - AND - | |
| | <input checked="" type="checkbox"/> I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. | |
| 8. | I certify that: | |
| | <input checked="" type="checkbox"/> The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. | |
| | - AND - | |
| | <input checked="" type="checkbox"/> The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9). | |

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

International Justice Mission is the sole sponsor of the trip. IJM will plan all trip activities, set up all meetings with civil society group and the Guatemalan government, and cover all travel, lodging and meal expenses.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

International Justice Mission is a global human rights organization that protects vulnerable populations in the developing world by improving the response of the criminal justice system. This trip will focus on IJM's program to address sexual violence of children in Guatemala.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

IJM has sponsored two other Congressional trips - one in 2011 to the Philippines and one in 2012 to the Philippines and Cambodia.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

IJM's other educational activities include outreach to churches, colleges and universities and other community groups.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$450	\$250	\$ 270	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged with regard to Congressional participation, specifically on how violence against children in Guatemala is related to U.S. foreign policy and foreign assistance on Central America.

18. Reason for selecting the location of the event or trip

IJM wants to introduce policymakers to our work on combating sexual violence against children in Central America, and the proximity of Guatemala to DC allows us to accommodate the proposed dates.

19. Name and location of hotel or other lodging facility:

Hotel Clarion Suites Guatemala - 14 Calle 3-08, Zona 10 Guatemala, Guatemala City 01010

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is conveniently located to IJM's office and the other meetings that will take place on the trip and it is a reasonable price with accommodations necessary for the participants of the trip, such as reliable internet.

Wednesday, September 20th

Thursday, September 21st

10:00am-11:00am	Hotel Clarion Suites	Meeting with partners in Guatemalan Congress	<p>Discussion on the development/importance of plea bargaining for cases of sexual violence.</p> <p>Talk about how Ley de Justicia Pronta promotes justice, especially in cases of children/Adolescents.</p> <p>IJM may directly request the support of the members of the Commission to give assent to la Ley de Justicia Pronta.</p> <p>It's also possible to start working on the strategy to promote the bill at the Guatemalan Congress.</p>		
12:00pm-2:00pm	Ministerio Publico	Lunch with IJM's key partners in the Guatemalan government	<p>The purpose of this meeting is to share in a casual-spontaneous way about the phenomenon of sexual violence, as well as the advances (and challenges) faced by the Sexual Offenses Research Department DEIC-SGIC in their fight to strengthen the justice system in the theme of sexual violence in Guatemala.</p> <p>Also that the Guatemalan authorities feel inspired to be recognized as leaders in this fight.</p> <p>To thank Stu Velasco for his support to protect DIDS, as a way of continuing to strengthen this strategy.</p>	Mayra Velez – Public Prosecutors Office Stu Velasco – National Police	
2:30pm-4:30pm	Sex Crime Unity Facility Zone 8	Visit Sex Crime Unity Facility (DIDS) in Zone 8	<p>Visit to learn more about the progress made on criminal investigation reporting of sexual violence cases, current police installations / project to buy pre-fabricated materials and processing of victims through the public justice system.</p> <p>Discussion with Officials about the impact of INL and the U.S.A government in improving the condition of this facility/unity.</p> <p>Share about the impact of the Criminal investigation Specialty (Diplomado and other trainings) and mentoring program in the effectivity of the Unit in investigate CSA.</p> <p>Share about the performance of the unit in accomplish arrest warrant.</p>	Comisario Nery Neftaly Benito, Jefe de la División Especializada en Investigación Criminal –DEIC- de la PNC. Official Segundo de PNC Dora Alburuez, Jefe Interina de DIDS.	

7:30pm-9:00pm	Kacao Restaurant	Dinner discussion with Judicial Body members	<p>To share from the perspective of the Judicial Body the advances in and challenges to the response of the justice system to the victims of sexual violence.</p> <p>on the progress and the impact of the training sessions' / talks given by IJM to improve decisions and treatment for victims of sexual violence.</p> <p>Debrief on how a special procedure (LJP) could be the answer to the collapse of the specialized courts of femicide?</p>	<p>Noe Ventura Loyo – Presiding Judge</p> <p>Ligia Aracely Pérez Veliz – Vocal Judge I</p> <p>Henry Alejandro Elias Wilson – Vocal Judge II</p>
Friday, September 22nd				
Hour	Location	Activity	Objective	Participants
7:00am-7:50am	U.S.A Embassy	Meeting with the Acting Deputy Chief of Mission	Modified country team briefing	

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Liam Taggart Forsythe

Name of Traveler: _____

U.S. Senator Heidi Heitkamp (North Dakota)

Employing Office/Committee: _____

Private Sponsor(s) (list all): International Justice Mission (IJM)

Travel date(s): Wednesday, 20 September - Friday, 22 September 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Guatemala City, Guatemala

Explain how this trip is specifically connected to the traveler's official or representational duties:

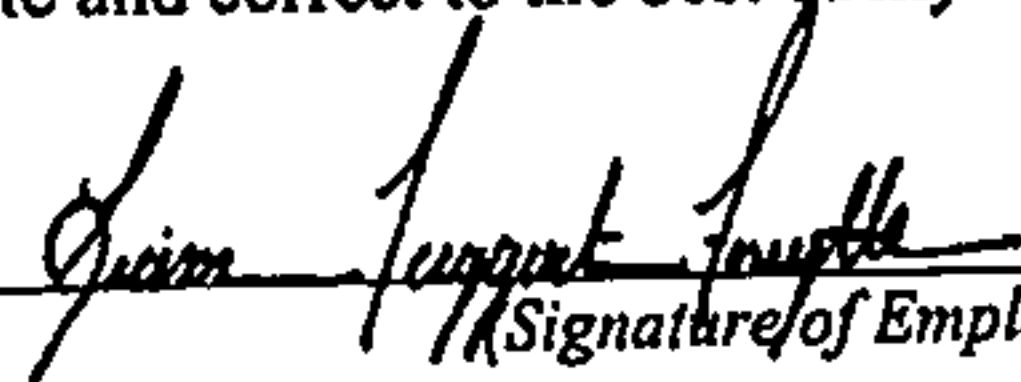
As Chief Counsel, my portfolio includes work on child sexual exploitation, violence, and trafficking - both foreign and domestic. As I also handle Immigration/Border Security issues as well - it is imperative to understand the issues driving children to flee from - or be internally displaced in - the Northern Triangle Countries of Central America, including Guatemala

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8.18.17
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Sen. Heidi Heitkamp

Liam Taggart Forsythe

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8-18-17
(Date)


(Signature of Supervising Senator/Officer)

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